



**FLORIDA DEPARTMENT OF EDUCATION  
Request for Proposal (RFP Discretionary)**

**Bureau / Office**

Office of the Commissioner/Office of Independent Education and Parental Choice (IEPC)

**Program Name**

Evaluation of the Florida Tax Credit Scholarship Program (FTC)

**Specific Funding Authority(ies)**

Chapter Law 2018-6 Legislative Appropriation with Legislative Authority pursuant to Section 1002.395(9), Florida Statutes, F.S.

**Funding Purpose / Priorities**

The primary purpose of the Request for Proposal (RFP) is to maintain the existing evaluation design for assessing the FTC Program which includes collecting, analyzing and reporting scores of scholarship students whose participating private schools have administered a nationally norm-referenced test.

**Total Funding Amount**

Not to exceed \$250,000 annually

**Type of Award**

Discretionary Competitive

**Budget / Program Performance Period**

07/01/18 – 06/30/20

**Target Population(s)**

Grades K-12 students receiving a Florida Tax Credit Scholarship  
Families of FTC Students  
Scholarship Funding Organizations (SFO) administering the FTC Program  
Private school owners and directors

**Eligible Applicant(s)**

State universities

**Application Due Date**

July 30, 2018

DOE 905D July 2017

## **Matching Requirement**

N/A

## **Contact Persons**

### **Program Contact**

Laura Mazyck  
Scholarship Director  
850-245-7896  
[Laura.Mazyck@fldoe.org](mailto:Laura.Mazyck@fldoe.org)

### **Grants Management Contact**

Sue Wilkinson  
Director, Office of Grants Management  
850-245-0712  
[Sue.Wilkinson@fldoe.org](mailto:Sue.Wilkinson@fldoe.org)

## **Assurances**

In order to receive funding, **applicants must have on file with the Florida Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to these General Assurances for Participation in State and Federal Programs.** The complete text may be found in Section D of the Green Book.

## **School Districts, Community Colleges, Universities, and State Agencies**

The certification of adherence, currently on file with the FDOE Comptroller's Office, shall remain in effect indefinitely. The certification does not need to be resubmitted with this application, unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance or condition.

## **Risk Analysis**

Every agency must complete a Risk Analysis form. The appropriate DOE 610 or DOE 620 form will be required prior to a project award being issued.

**School Districts, State Colleges, and State Universities, and State Agencies** must use the DOE 610 form. Once submitted and approved, the risk analysis will remain in effect unless changes are required by changes in federal or state law, changes in the circumstances affecting the financial and administrative capabilities of the agency or requested by the Department. A change in the agency head or the agency's head of financial management requires an amendment to the form. The DOE 610 form may be found at <http://www.fldoe.org/core/fileparse.php/5625/urlt/doe610.xls>

Non-public entities are required to take the Grants Fiscal Management Training and Assessment annually. The agency head and/or the agency's financial manager (CFO) must complete this training within 60 days of the date of execution (Block 12) on the DOE 200, Project Award Notification. Training and assessment can be found using the following link:

<https://app1.fldoe.org/grants/trainingAssessment/login.aspx>. Non-participation in the training program may result in termination of payment(s) until training is completed.

## **Funding Method**

### **Advance Payment**

**Upon receipt of the Project Award Notification, up to 25% of the total award may be advanced for the first payment period. To receive subsequent payments, at least 90% of amount advanced must be reported on the DOE 399 and supported by appropriate documents, including copies of invoices, timesheets, receipts, etc.**

### **Fiscal Records Requirements and Documentation**

Applicants must complete a Budget Narrative form, DOE101S. Budget pages must be completed to provide sufficient information to enable FDOE reviewers to understand the nature and reason for the line item cost.

All Funded programs and any amendments are subject to the procedures outlined in the FDOE Project Application and Amendment Procedures for Federal and State Programs (Green Book) and the General Assurances for Participation in Federal and State Programs, which may be found at [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

All accounts, records, and other supporting documentation pertaining to all costs incurred shall be maintained by the recipient for five years. Supporting documentation for expenditures is required for all funding methods. Examples of such documentation include but are not limited to: invoices with check numbers verifying payment, and/or bank statements; time and effort logs for staff, salary/benefits schedules for staff. All must be available upon request.

Budgeted items must correlate with the narrative portion of the project application that describes the specific activities, tasks and deliverables to be implemented.

All project recipients must submit a completed DOE 399 form, Final Project Disbursement Report, by the date specified on the DOE 200 form, Project Award Notification.

### **Allowable Expenses:**

Program funds must be used solely for activities that directly support the accomplishment of the program purpose, priorities and expected outcomes during the program period. All expenditures must be consistent with the approved application, as well as applicable state and federal laws, regulations and guidance. Allowable expenditures may include costs associated with employing appropriate staff for administering the project, office materials and supplies and other relevant costs associated with the administration of the project, including meeting room rentals, consultant fees, printing, etc.

### **Unallowable Expenses:**

Below is a list of items or services that are generally not allowed or authorized as expenditures. This is not an all-inclusive list of unallowable items. Sub recipients are expected to consult the FDOE program office with questions regarding allowable costs.

- Proposal preparation including the costs to develop, prepare or write the proposal
- Pre-award costs
- Entertainment (e.g., a field trip without the approved academic support will be considered entertainment)
- Meals, refreshments or snacks
- End-of-year celebrations, parties or socials
- Game systems and game cartridges (e.g., Wii, Nintendo, PlayStation)
- Out-of-state travel without FDOE pre-approval

- Overnight field trips (e.g. retreats, lock-ins)
- Incentives (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- Gift cards
- Decorations
- Advertisement
- Promotional or marketing items (e.g., flags, banners)
- Purchase of facilities or vehicles (e.g., buildings, buses, vans, cars)
- Land acquisition
- Furniture
- Kitchen appliances (e.g., refrigerators, microwaves, stoves, tabletop burners)
- Tuition
- Capital improvements and permanent renovations (e.g., playgrounds, buildings, fences, wiring)
- Dues to organizations, federations or societies for personal benefit
- Clothing or uniforms
- Costs for items/services already covered by indirect costs allocation
- Costs not allowable for federal programs per the U.S. Education Department General Administration Regulations (EDGAR), which may be found at <https://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html> and the Reference Guide for State Expenditures, which may be found at [www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/).

### **Equipment Purchases**

Any equipment purchased under this program must follow the Uniform Grants Guidance found at [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl) or the Reference Guide for State Expenditures, [www.myfloridacfo.com/aadir/reference\\_guide/](http://www.myfloridacfo.com/aadir/reference_guide/)

Any equipment purchases not listed on the original budget approved by the Florida Department of Education require an amendment submission and approval prior to purchase by the agency awarded the funding.

Further guidance and instruction on property records, inventory and disposition requirements for property are outlined in the Green Book, [www.fldoe.org/grants/greenbook/](http://www.fldoe.org/grants/greenbook/).

### **Administrative Costs including Indirect Costs**

Chapter 1010.06 F.S. Indirect cost limitation.—State funds appropriated by the Legislature to the Division of Public Schools within the Department of Education may not be used to pay indirect costs to a university, Florida College System institution, school district, or any other entity.

### **State of Florida, Executive Order 11-116 (Supersedes Executive Order 11-02)**

The employment of unauthorized aliens by any contractor is considered a violation of section 274A (e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract. In addition, pursuant to Executive Order 11-116, for all contracts providing goods or services to the state in excess of nominal value; (a) the Contractor will utilize the E-verify system established by the U.S. Department of Homeland Security to verify the employment eligibility of all new employees hired by the contractor during the Contract term, (b) require that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the

subcontractor during the contract term. Executive Order 11-116 may be viewed at <http://www.flgov.com/wp-content/uploads/orders/2011/11-116-suspend.pdf>.

## **Narrative Section**

Section 1002.395 (9), F.S., requires a private school participating in the FTC Scholarship Program to demonstrate academic accountability to the parent by annually administering or making provisions for students participating in the scholarship program to take one of the nationally norm-referenced tests identified by the FDOE or the statewide assessments pursuant to Section 1008.22, F.S. As an alternative, sections 1002.385 and 1002.395, F.S. allow participating private schools to offer and administer Florida's statewide assessments to all students who attend the private school in grades 3 through 10. A participating private school must submit a request in writing to the FDOE by March 1 of each year to offer the statewide assessments in the subsequent school year.

Below is the list of acceptable norm-referenced assessments:

1. ACT Aspire
2. Basic Achievement Skills Inventory-Comprehensive Version
3. Comprehensive Testing Program 4 (CTP 4)
4. Curriculum Associates – i-Ready Assessments (approved for grades 3-12 only)
5. Educational Development Series (EDSERIES), Forms J and K
6. Iowa Assessments-Core Battery, Forms E, F, and G.
7. Iowa Tests of Basic Skills (ITBS)-Core Battery, Forms A and B
8. Iowa Tests of Basic Skills (ITBS)-Core Battery, Form C
9. Iowa Tests of Basic Skills (ITBS)-Complete Battery, Form C
10. Iowa Tests of Educational Development® (ITED®), Form C
11. Kaufman Test of Educational Achievement Third Edition, Brief Form (KTEA-III Brief)
12. Kaufman Test of Educational Achievement Third Edition, Comprehensive Form (KTEA-III)
13. NWEA Measures of Academic Progress (MAP)
14. Pivot INSPECT Summative Assessment
15. PSAT/NMSQT®
16. Scantron Performance Series
17. Stanford Achievement Test, Tenth Edition (Stanford 10)
18. STAR (Math Enterprise, Reading Enterprise)
19. TerraNova, Third Edition (TerraNova 3)
20. Wide Range Achievement Test, Fourth Edition (WRAT4)

### **Scope of Work**

Pursuant to s. 1002.395(9)(f), F.S., the Department of Education must issue a project grant award to a state university to which participating private schools must report the scores of participating students on the nationally norm-referenced tests or the statewide assessments administered by the private school in grades 3 through 10. The state university must annually report to the Department of Education the student performance of participating

DOE 905D July 2017

students on a statewide basis. The report shall also include, to the extent possible, a comparison of scholarship students' performance to the statewide student performance of public school students with a socioeconomic background similar to those of students participating in the scholarship program. To minimize costs and reduce time required for the state university's analysis and evaluation, the Department of Education shall coordinate with the state university to provide data to the state university in order to conduct analyses of matched students from public school assessment data and calculate control group student performance using an agreed-upon methodology with the state university. Additionally on an individual school basis, the annual report must include student performance for each participating private school in which at least 51% of the total enrolled students in the private school participated in the FTC Scholarship Program in the prior school year. The report shall be according to each participating private school, and for participating students, in which there are at least 30 participating students who have scores for tests administered. If the state university determines that the 30-participating student cell size may be reduced without disclosing personally identifiable information, as described in 34 C.F.R. s. 99.12, of a participating student, the state university may reduce the participating student cell size, but the cell size must not be reduced to less than 10 participating students. The department shall provide each private school's prior school year student enrollment information to the state university no later than June 15<sup>th</sup> of each year, or as requested by the state university.

The sharing and reporting of student performance data must be in accordance with requirements of ss. 1002.22 and 1002.221, F.S. and 20 U.S.C. s. 1232g, the Family Educational Rights and Privacy Act, and the applicable rules and regulations issued pursuant thereto, and shall be for the sole purpose of creating the annual report. All parties must preserve the confidentiality of such information as required by law as student education records are official and confidential documents. The annual report must not disaggregate data to a level that will identify individual participating schools, except as required while disclosing the academic level of individual students.

### **Evaluator Activities**

- Collect and establish protocols for taking receipt of FTC Scholarship student test scores resulting from the 2017-18 and the subsequent 2018-19 administration of any of the norm-referenced tests referenced above or test scores provided through the administration of the Florida State Assessment.

*Describe proposed protocols for collection of data from participating private schools including timeframe for both collection deadlines as well as outreach efforts. Indicate staff responsible for data entry and the outreach required in the event of discrepancies in participating students and scores received. (15 points)*

- Maintain a data system to collect and store longitudinal scholarship student test scores.

*Describe the security standards in place to store student identifiable information. (15 points)*

- Advise participating private schools on appropriate testing protocols, guidelines and practices for administering norm-referenced standardized tests to scholarship students for the purpose of evaluating the FTC Scholarship Program.

*Describe proposed outreach activities with participating private schools and how this will assist in securing high quality outcomes of test collection (10 points)*

- Complete analysis of test scores to answer research questions and report findings.

*Describe how the evaluation will measure the quality of the FTC program and provide the State with information concerning the results in terms of academic performance, the types of students who choose the FTC program as well as how students perform when leaving the FTC program. Describe the comparison process using public school students' test scores who never participated in the FTC program and students' scores who are currently in the program, as well as a description and comparison of students who left public school, entered the FTC program and subsequently returned to public school. Lastly, describe how the evaluation will inform the State about the quality of the schools currently participating in the FTC program. (50 points)*

- Develop, if necessary, interpretive materials to help students, parents, educators and the public at large discern the evaluation of the FTC Scholarship Program.

*To the degree possible, describe how the report will be developed in such a way that the general public will easily discern the findings (5 points)*

- Provide technical assistance to private school directors, Scholarship Funding Organization (SFO) representatives and other stakeholders with involvement in the FTC Scholarship Program evaluation process.

*Describe how information will be provided to involved parties during both the course of the evaluation process as well as after the evaluation has been presented (5 points)*

### **Return on Investment (State funded projects only)**

The recipient is required to provide quarterly return on investment program activities reports to the Department. Return on investment reports should describe programmatic results that are consistent with the expected outcomes, tasks, objectives and deliverables detailed in the executed grant agreement. Beginning at the end of the first full quarter following execution of the grant agreement, the recipient shall provide these quarterly reports to the Department within 30 days after the end of each quarter and thereafter until notified that no further reports are necessary. This report shall document the positive return on investment to the state resulting from the funds provided under the agreement. These reports will be summarized and submitted to the Office of Policy and Budget and are requested so Legislative staff can review the project results throughout the year and develop a basis for budget review in the event subsequent funding is requested for future years.

Reports should summarize the results achieved by the project for the preceding quarter and be cumulative for succeeding quarters. *Although there may be some similarity between activity reports and deliverables submitted to the Department as specified in the grant agreement for payment purposes, please note, that this return on investment report is separate and apart from those requirements.*

All reports shall be submitted to the designated project manager for the Department. All questions should be directed to the project manager.



### **Support for Strategic Imperatives**

Describe how the project will incorporate one or more of the Goals included in the State Board of Education's K-20 Strategic Plan.

<http://www.fldoe.org/policy/state-board-of-edu/strategic-plan.stml>.

### **Notice of Intent-to-Apply**

The due date to notify the contact person, Laura Mazyck at [laura.mazyck@fldoe.org](mailto:laura.mazyck@fldoe.org) of intent-to-apply is July 9, 2018. Send the notification by email and include an email address. Providing the intent-to-apply is not required for an application to be considered. Conversely, eligible organizations which file an intent-to-apply are not required to apply.

### **Method of Answering Frequently Asked Questions or Providing Changes**

The last date that questions will be answered is July 16, 2018.

### **Reporting Outcomes**

The collection and analysis of scholarship student test scores are to be reported annually to the Department. The report shall provide quantitative and qualitative information to address the statutory requirements and provide a basis for evaluating the FTC Scholarship Program. Evaluation reports shall clearly describe the FTC program, purposes, procedures and findings. At a minimum, the reports must include a description of; 1) the persons involved or affected by the evaluation, 2) the information collected, the sources of this information and how this information addresses the pertinent questions of the FTC Scholarship Program, 3) the procedures for systematically reviewing data and correcting any errors and 4) the perspectives, procedures and rationale used to interpret the findings.

The evaluation report shall be delivered to the Department in DRAFT form on a date mutually established by the Department and project staff. The Department shall have ten calendar days for content review. Project staff shall make appropriate revisions and deliver the final report on a date mutually established by the Department and project staff. Findings must be prepared without disclosing personally identifiable student information. The conclusions reached in the evaluation must be explicitly justified and fairly reflect the evaluation findings.

### **Financial Consequences**

The contract manager shall periodically review the progress made on the activities and deliverables listed. If the contractor fails to meet and comply with the activities/deliverables established in the contract or to make appropriate progress on the activities and/or towards the deliverables and they are not resolved within two weeks of notification, the contract manager may approve a reduced payment or request the contractor redo the work or terminate the contract. ***Failure to meet the deadline for the monthly deliverables submission will result in a decrease in payment commensurate to 10% of the deliverables statement in question.*** The contract manager must assess one or more of these consequences based on the severity of the failure to perform and the impact of such failure on the ability of the contractor to meet the timely and desired results. These financial consequences shall not be considered penalties.

### **Conditions for Acceptance**

The requirements listed below should be met for applications to be considered for review:

- 1) Application is received in the Office of Grants Management within the timeframe specified by the RFP



- 2) Application includes required forms: DOE 100A Project Application Form and DOE 101S - Budget Narrative Form
- 3) All required forms must have the assigned TAPS Number included on the form
- 4) All required forms have original signatures by an authorized entity

**NOTE: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**

- 5) Application must be submitted to:  
Office of Grants Management  
Florida Department of Education  
325 W. Gaines Street, Room 332  
Tallahassee, Florida 32399-0400

## **Project Performance Accountability Information, Instructions, and Forms**

**NOTE: The following pages are included in the RFP (DOE 905D) template and are to be completed by the applicant.**

The Florida Department of Education has a standardized process for preparing proposals for discretionary funds. This section of the RFP, Project Performance Accountability, is to assure proper accountability and compliance with applicable state and federal requirements.

### **The Department's project managers will:**

- track each project's performance based on the information provided and the stated criteria for successful performance
- verify the receipt of required deliverables prior to payment

For projects funded via Cash Advance, the Department's project managers will verify that the project activities/deliverables are progressing in a satisfactory manner, consistent with the Project Narrative and Performance Expectations, on a quarterly basis.

**The Scope of Work/ Project Narrative** must include the specific tasks that the grantee is required to perform.

### **Deliverables must:**

- be directly linked to a specific line item/cost item that in turn links to the specific task/activity/service
- identify the minimum level of service to be performed
- be quantifiable, measureable, and verifiable. (*how many, how often, duration*). Effectiveness (*a method demonstrating the success such as a scale goals to be attained is necessary*) Evidence or proof that the activity took place. *Examples of deliverables: documents, manuals, training materials and other tangible product to be developed by the project; training & technical assistance and the method of provision; number of clients or individuals served, the method of providing the service and frequency. Criteria for acceptance will vary based on the services being provided. Specific criteria will need to be developed by the program office, communicated to the provider, articulated in the deliverable form and will become part of the project award.*

The applicant must complete the information related to the required tasks to be performed and timelines/due dates for the respective tasks/deliverables consistent with the provided instructions. Per Chapter 215.971 F.S. financial consequences will be applied if the subrecipient fails to perform the minimum level of services required by the agreement. Unit cost is not necessary for each item but can be used to establish a methodology for reduction in the event minimum performance is not met.

## Project Performance Accountability Form

**Definitions**

- **Scope of Work-** The major tasks that the grantee is required to perform
- **Tasks-** The specific activities performed to complete the Scope of Work
- **Deliverables-** The products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable
- **Evidence-** The tangible proof
- **Due Date-** Date for completion of tasks
- **Unit Cost-** Dollar value of deliverables

Scope of Work Tasks/Activities	Deliverables (product or service)	Evidence (verification)	Due Date(completion)	Unit Cost (optional)

*Note: Add additional lines if necessary*



E)

\_\_\_\_\_  
Signature of Agency Head

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## Instructions for Completion of DOE 100A

- A.** If not pre-populated, enter name and TAPS number of the program for which funds are requested.
- B.** Enter name and mailing address of eligible applicant. The applicant is the public or non-public entity receiving funds to carry out the purpose of the project.
- C.** Enter the total amount of funds requested for this project.
- D.** Enter requested information for the applicant's program and fiscal contact person(s). These individuals are the people responsible for responding to all questions, programmatic or budgetary regarding information included in this application. The Data Universal Numbering System (DUNS), or unique agency identifier number, requirements are explained on page A-2 of the Green Book. The Applicant name must match the name associated with their DUNS registration. The Physical/Facility address and Federal Employer Identification Number/Tax Identification Number (FEIN/FEID or TIN) (also known as) Employer Identification Number (EIN) are collected for department reporting.
- E. The original signature of the appropriate agency head is required.** The agency head is the school district superintendent, university or community college president, state agency commissioner or secretary, or the chairperson of the Board for other eligible applicants.
- **Note: Applications signed by officials other than the appropriate agency head identified above must have a letter signed by the agency head, or documentation citing action of the governing body delegating authority to the person to sign on behalf of said official. Attach the letter or documentation to the DOE 100A when the application is submitted.**





**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:**

-----

**Signature:**

-----

**Title:**

-----

**Date:**

-----

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

**Printed Name:**

-----

**Signature:**

-----

**Title:**

-----

**Date:**

-----

